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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



INDIANA GOVERNMENT CENTER NORTH  
100 NORTH SENATE AVENUE N1058  
INDIANAPOLIS, IN 46204  
PHONE (317) 232-3777  
FAX (317) 974-1629

June 2015

Dear Assessing Professional,

The Department of Local Government Finance ("Department") will hold the third and fourth quarter 2015 continuing education courses from July 21 through October 15 at five locations.

## **Valuation of Lodging Properties**

**IN Course Number: IN 500**

**7.5 hours of continuing education credit by the Department of Local Government Finance**

The purpose of this course is to provide guidance and suggestions on the valuation process of hotel/motel properties. This course will look at the different classifications of hotel/motel properties, lodging terminology, and how all three approaches to value can be used to value these types of properties. The course will also provide some Web sites where additional information on the hotel/motel industry can be discovered. Also included is some information on what authorities in the field say lies ahead for the industry in the upcoming year or two.

## **Reconstructing Income and Expense Statements**

**IN Course Number: IN 501**

**7.5 hours of continuing education credit by the Department of Local Government Finance**

The purpose of this course is to provide some guidance and suggestions on the process of developing an effective income and expense form, review of the income approach, establish operating expense ratios as part of the review process, and analyze income and expense statements for allowable and non-allowable expenses.

## **Appraising After a Disaster or in Traumatic Events**

**IN Course Number: IN 502**

**7.5 hours of continuing education credit by the Department of Local Government Finance**

The purpose of this workshop is to provide some guidance and suggestions on the processes of advance preparation or working during an actual disaster or traumatic event, using information from various areas of the U.S. Images and actual data will be used to show actions and reactions for each of the events.

## **Valuation of Green Buildings**

**Course Number: IN 503**

**7.5 hours of continuing education credit by the Department of Local Government Finance**

The purpose of this workshop is to provide some guidance and suggestions on the process of analysis and valuation of green buildings. Information from various areas of the U.S. will be used to help establish some processes and procedures. Images and property characteristics of sold properties will be used.

**Each class is 7 1/2 hours long, including 1 hour for lunch. Check-in is between 8 and 8:30 a.m. local time, and classes run from 8:30 a.m. to 4 p.m.**

### **Locations**

Classes are located in the following cities:

- Columbus
- Indianapolis
- Fort Wayne
- Evansville
- Merrillville

### **Registration**

There is no registration fee for Department continuing education courses. Please register for the classes that you are interested in taking at [www.ind-pace.com](http://www.ind-pace.com). **This site will allow you to register, get directions, check your registrations, and change and cancel your registrations. This will continue to be the preferred method of registration.** You can also register by mail or fax by following the instructions on the following registration form.

**All registrations must be received at least one week before the date of each class for which you are registering. If there is a change to the class location or if the class is cancelled, Briljent, LLC (Briljent) is not able to notify you if you have not registered for the class. Also, Briljent cannot guarantee availability for those individuals who do not register by the deadline.**

All registrations are processed on a first-come, first-served basis. **To provide all members of the assessing community the opportunity to receive this information, please make copies and share the contents of this letter with your entire staff, as well as your county property tax assessment board of appeals members.**

Registrations will be confirmed by e-mail only. If you do not provide an e-mail address, you will not receive a confirmation of your class registration; so, you are encouraged to register on the Web site.

### **Details**

The Department's continuing education provider for these classes is Briljent, an Indiana-based business with extensive experience in training design and facilitation. Your Registrar for classes is Lisa Harris. You can contact her via e-mail at [lharris@briljent.com](mailto:lharris@briljent.com). You can also contact Lynn Paquin at [lpquin@briljent.com](mailto:lpquin@briljent.com).

Course manuals will be available on-site at check-in before class begins. Each student should bring a calculator, pens/pencils, and a highlighter. Wearing comfortable clothes is advisable. Temperatures may vary in classrooms, so a light jacket or sweater is recommended. **Reminder:** Refreshments are no longer provided. Please remember to bring your own.

DLGF Continuing Education Registration Form  
Third Quarter 2015

Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

County: \_\_\_\_\_

Township: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please register me for the class I have indicated below by checking its date and location:

**Third Quarter 2015: Valuation of Lodging Properties (Course No. 500)**  
**Reconstructing Income and Expense Statements (Course No. 501)**

<input type="checkbox"/> <b>IN</b> <b>500</b>	July 21 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>500</b>	July 27 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>500</b>	August 4 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>501</b>	July 22 – Columbus Holiday Inn Express & Suites Edinburgh	<input type="checkbox"/> <b>IN</b> <b>501</b>	July 28 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>501</b>	August 5 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>500</b>	July 27 – Indianapolis Indiana Wesleyan University – <b>NORTH</b> (Priority Way)	<input type="checkbox"/> <b>IN</b> <b>500</b>	July 29 – Merrillville Indiana Wesleyan University		
<input type="checkbox"/> <b>IN</b> <b>501</b>	July 28 – Indianapolis Indiana Wesleyan University – <b>WEST</b> (Digital Way)	<input type="checkbox"/> <b>IN</b> <b>501</b>	July 30 – Merrillville Indiana Wesleyan University		

Mail this registration form to Registrar Lisa Harris at  
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to 260-434-0991.

***The preferred method of registration is online at [www.ind-pace.com](http://www.ind-pace.com).***

**\*\*See back side of this letter for Fourth Quarter class offerings**

DLGF Continuing Education Registration Form  
Fourth Quarter 2015

Name: \_\_\_\_\_

Title \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

County: \_\_\_\_\_

Township: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please register me for the class I have indicated below by checking its date and location:

**Fourth Quarter 2015: Appraising after Disaster or in Traumatic Events (502)  
Valuation of Green Properties (503)**

<input type="checkbox"/> <b>IN</b> <b>502</b>	October 5 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>502</b>	October 7 – Indianapolis Indiana Wesleyan University – <b>NORTH</b> (Priority Way)	<input type="checkbox"/> <b>IN</b> <b>502</b>	October 14 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>503</b>	October 6 – Fort Wayne Indiana University-Purdue University (IPFW)	<input type="checkbox"/> <b>IN</b> <b>503</b>	October 8 – Indianapolis Indiana Wesleyan University – <b>WEST</b> (Digital Way)	<input type="checkbox"/> <b>IN</b> <b>503</b>	October 15 – Evansville Ivy Tech Community College
<input type="checkbox"/> <b>IN</b> <b>502</b>	October 5 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> <b>IN</b> <b>502</b>	October 7 – Columbus Holiday Inn Express & Suites Edinburgh		
<input type="checkbox"/> <b>IN</b> <b>503</b>	October 6 – Merrillville Indiana Wesleyan University	<input type="checkbox"/> <b>IN</b> <b>503</b>	October 8 – Columbus Holiday Inn Express & Suites Edinburgh		

Mail this registration form to Registrar Lisa Harris at  
Briljent, LLC, 7615 West Jefferson Blvd., Fort Wayne, Indiana 46804; or fax to 260-434-0991.

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